

State of Tennessee

State Textbook Commission

Guidelines for Use of Textbook Programs Not on Contract

Scope: These guidelines are restricted to courses listed in the **Rules, Regulations & Minimum Standards** for which no textbook is included in the **Official List of Textbooks**, and/or technology-based courses listed in the **Rules, Regulations & Minimum Standards** for which local electronic hardware and/or software configurations require a textbook not included in the **Official List of Textbooks**.

Program Selection

Committee: A committee of three (3) or five (5) teachers or supervisors and teachers appointed by the superintendent and meeting the statutory requirements for serving on a local textbook adoption committee shall recommend to the local board of education the programs to be adopted under these guidelines. Before beginning the discharge of their duties, it shall be the duty of each member of the committee to take and subscribe to the following oath: "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this committee to the best of my skill and ability."

Competitive Process: At least three publishers should be given the opportunity to submit sample textbooks for the consideration of the committee. This provision should be documented with the title, author(s), publisher, copyright, and edition of at least two other books reviewed. When such other books have not been made available, copies of letters to two other publishers requesting such samples will suffice. No single attribute (price, content, copyright, etc.) should be the determining factor in the selection process.

Approval Process: The local board of education shall, upon the recommendation of the aforementioned committee, approve the adoption of all textbook programs subject to these guidelines. The superintendent/director of schools in the school district shall serve as ex officio member of the aforementioned committee; shall record, on forms provided by the Department of Education, a list of all books adopted under these guidelines; and immediately at the completion of the adoption shall forward a copy of such recorded adoption to the Commissioner of Education. (See Reverse) Upon receipt, the Commissioner shall file such as official public record.

Return Completed Report to:

Office of Textbook Services
State Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379

Statutory Authority: T.C.A. 49-6-2207 (a)(1)

Report of Local Adoption of Textbooks Not on Contract

Adoption for schools of _____ County, City, or Special District

Subject: _____ Adoption Period _____

Title, Author(s), Publisher, Copyright, Edition and ISBN for the Book Recommended:

We the duly appointed members of the local textbook selecting committee for the above subject recommend that the local board of education adopt the above textbook to be used in the schools of the system. We each subscribe to the following oath. "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this committee to the best of my skill and ability."

1. _____ 2. _____ 3. _____

4. _____ 5. _____

Notary Seal

Title, Author(s), Publisher, Copyright, Edition and ISBN for Two Other Books Reviewed:

(When no other books were available, attach copies of letters or documentation of telephone calls for requests for such samples from two other publishers.)

The _____ Board of Education approved the
(City, County, or Special School District)

above textbook during the meeting of the board on _____
(Month, Day, Year)

(Date)

(Chairman, Board of Education)

(Date)

(Superintendent/Director of Schools)

Form Number Pending

Send to the address on the reverse side.